Quick Start Guide – ACCESS

Version 2.1 • For Access 97

1. Tool Features

Phase Manager

Use this screen to act as your roadmap through the tool. The numbered buttons provide direct access to the phase specified.

Back / Next / Return to Manager

Use these three navigation buttons to move between the phases. The "Next Step" button verifies that the required fields rule has not been violated and stops the user if necessary. The "Back Step" button is fastest because it doesn't check for required fields before moving. The "Return to Manager" button returns to the Phase Manager from anywhere in the tool.

Saving a Tool Session

All changes to a record or a form are automatically saved to the database when a user changes to a different record or closes a form.

Alternate Views

Most of the phases have two views available, including an Excel-like datasheet view or a single-entry form view. Depending on the phase, push the "View Datasheet" button or double-click on the green "Edit" button to switch to the alternate view.

Access Record Navigation Buttons

Access provides navigation buttons to allow you to move between records. The navigation buttons are located at the bottom of the window in Datasheet or Form view.

2. Utilities

Import Rules

Import is a one-time only process, as most of the tool information is deleted on execution of the import.

Steps for Excel Tool Import

a. Select "Utilities/Import Utilities" from the Phase Manager screen to import the Excel version of the tool into Access.

b. Push "Import Excel Version."

c. Verify that the criticality method (1 or 2) is selected properly after import.

Steps for Excel Tool Import

a. Open the destination Y2K tool (Access, Version 2.1 or later) to import data from an Access tool.

b. Select "Utilities/Import Utilities" from the Phase Manager screen to import a prior version of the tool.

c. Push "Import Access Version."

Printing Procedures

Select "Utilities/Printing" from the Phase Manager screen to print.

Check the box for the reports to be printed from the "Select

a Report to Print" section. Push the button "Select All" to select all of the reports. Push the button "Remove all" to deselect all of the reports.

Choose "Print Preview Only" or "Send Report to Printer" from the "Select Printing Option" section.

Push the "View Sort Options" button to edit or verify the sorting rules.

Choose "Print Blank Reports" from the "Select Data Option" section to produce blank reports (no data).

Push the "Print" button to execute the printing routines.

Preparing Tables for Export

Select "Utilities/Export" from the Phase Manager screen to execute the code preparing raw data tables for export. The tables can be viewed from the Database window (which must be displayed, as it is hidden). The tables for export are raw data tables and stored in "tblExportInventory" and "tblExportInvContPlan".

Displaying the Database Window

From the open Tool, push the F11 key to display the database window.

3. Key Differences from the Excel Tool

External Data Exchange Inventory

This additional inventory sheet has been added to Phase 1: Inventory.

Business Criticality: Map in Two Parts

Step 2-2 Map Inventory to Business Function has been broken down into two parts for the Access version of the Y2K Self-Help Tool.

Directions for Step 2-2a, Map Inventory to Business Functions. Place check marks in the "Associated" field if the business function affects the inventory item listed. Do not add or change business functions to this list, you can only make those types of changes in Step 2-1.

Directions for Step 2-2b, Rank Inventory Criticality for Business Functions. For each business function, rate the criticality of inventory items on a scale of 1 to 5.

Developing Contingency Plans

Develop Contingency Plans, Step 3-3 has been incorporated into the Access version tool. In Excel, this was available only as a template in Word.

Editing and Deleting Records

Any changes that are made to a record will be carried out throughout the application. Consequently, record deletions will also be carried out throughout the application.